



Mt. Helena from Bill Robert's Golf Course

Open Lands, Parks & Recreation Director

Helena is the state capital of Montana, situated in the picturesque backdrop of the Rocky Mountains. Originally founded as a gold camp during Montana's gold rush, the town was established in 1864. Helena's current population is estimated to be just over 31,000 individuals.

Helena offers diverse opportunities for anyone to feel at home. Helena's many parks, open lands, local cuisine, arts, golf, and varying live productions are just a few perks within the City. Short distances away you can fish, boat, hike, hunt, camp, geocache, ski, and explore ghost towns, just to name a few. Helena is also centrally located between Glacier and Yellowstone National Parks, both within a reasonable drive.

AT A GLANCE

Helena Open Lands, Parks and Recreation:

- 25 Full-time employees
- 125-150 Seasonal employees
- 40 Developed parks
- 15 Undeveloped parks
- 2,093 Acres of parkland
- 1 public 18 hole golf course
- Outdoor waterpark/pool
- \$7.8 Million operating budget



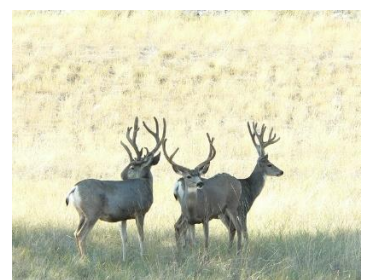
Anchor Park



Memorial Park Band Shell



Last Chance Splash Waterpark



Helena Wildlife

About Helena

Centrally located in the western, mountainous area of Montana, Helena is the 6th largest city with about 31,000 residents. However, as the state capitol with several large employers, the daytime population is estimated to be over 50,000.

There is evidence that the area was originally used seasonally by various nomadic native peoples. Settlement began shortly after gold was discovered in 1864. By 1888, about 50 millionaires lived in Helena, more per capita than in any city in the world; most of their fortunes made from gold. It is estimated that approximately \$3.6 billion (in today's dollars) of gold were taken from the Last Chance Gulch area of Helena over a 20 year period.

The area has several educational institutions including 2 public high schools, 1 private college (Carroll College) and 1 two-year college (Helena College, University of Montana).

Helena was awarded the "Best for Geocaching" title from Rand McNally and is designated a ride center by the International Mountain Biking Association. Residents are highly engaged in social and political activities and the community features an energetic arts scene.



Fire Tower Park



State Capitol-photo by Crystal Nance

City Government

The City of Helena has had a Commission-Manager form of government since 1953. A new self-government City Charter, continuing the Commission-Manager form of government, was adopted by a vote of the citizens of the City of Helena in 1976. The main features of the Commission-Manager plan are:

- 1) The unification of authority and political responsibility in the elected commissions, and
- 2) Centralization of administrative responsibility in an administrator appointed by the Commission.

The Commission determines municipal policies which are not set forth in the charter itself, adopts ordinances, votes on appropriations, and is required to appoint a Chief Administrator, the City Manager, who serves at the pleasure of the City Commission.

The Commission is the governing body of the City and the City Manager is its agent in carrying out the municipal policies established by the Commission. The Commission deals with administration and employees only in a formal manner through the City Manager. Administrative functions are not delegated to individual members of the Commission. The Open Lands, Parks and Recreation Director, is selected and supervised by the City Manager.



View from Mt Helena summit-photo by Lydia Sakowski

Open Lands, Parks & Recreation Department

The department oversees seven divisions including Open Lands Management, Parks Maintenance, Recreation, Weed Control, Tree Maintenance, Aquatics and the Bill Roberts Golf Course. Hundreds of volunteers assist the department staff working in various capacities to provide quality facilities and programs to enrich the lives of others. These are designed and developed so that people of all ages, abilities and income levels have the opportunity to participate in excellent recreational activities.

Overall, the Helena Open Lands and Parks and Recreation system includes more than 2,140 acres of

developed and undeveloped parkland, 30 parks including bike/pedestrian trails, a 50-meter outdoor swimming pool and waterpark, one spray park, a public golf course, three tennis sites, a skateboard park, four outdoor skating rinks and more. Among these is Mount Helena Park, a 620-acre park encompassing Mount Helena. The summit sits at 5,468 feet above sea level and has amazing views of town and the surrounding mountains.

Job Purpose

The Open Lands, Parks and Recreation Director performs work that involves leadership, coordination and oversight of the department. The position is responsible to plan, direct, manage and oversee the programs, activities and operations of the department including Open Lands Management, Parks Maintenance, Recreation & Aquatics, Urban Forestry, Code Enforcement and the Bill Roberts Golf Course to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex support to the City Manager.



Pool



Bill Roberts Golf Course



Miners water feature on Last Chance Gulch

Ideal Candidate

The City is seeking an individual with experience and success in parks and recreation management, including oversight of open lands and wildland urban interface programs. The ideal candidate will have a strong background in recreation management, program development and a deep understanding of the diverse activities associated with a successful community Open Lands and Parks and Recreation Department. The city seeks a strong leader with a passion for public service and community.

The preferred candidate will have experience and demonstrated success in the following areas:

- Exceptional leadership, communication and facilitation skills.
- Customer service and the ability to mentor, coach and direct the work of staff.
- Experience in open lands and wildland urban interface oversight.
- Experience developing appropriate recreational user fees, budgeting, facility maintenance programs and capital planning.
- Knowledge of available outdoor recreation and related human service grants and other funding approaches to stretch city resources.
- Knowledge of the principles and practices of park management, including forestry and landscaping.
- Forming and maintaining public-private partnerships and knowledge of innovative funding approaches.
- Creative problem solver bringing fresh ideas and an innovative approach.
- Experience working with the public, elected officials, various relative boards and the media.



View of Helena from South Hills

Experience and Education

The successful candidate will hold a minimum of a Bachelor's degree from an accredited college or university with major course work in parks administration, horticulture, landscape architecture, recreation administration, public administration or a related field. Additionally, a minimum of seven (7) years of progressively responsible parks and recreation program experience including four years of management and supervisory experience is required. Experience in open lands and wildland urban interface oversight is desired.

Compensation & Benefits

- \$88,870 – \$108,022/year depending on qualifications
- Public Employees Retirement System
- Excellent Medical, Dental & Vision
- Vacation & Sick Leave per MCA
- 10 paid holidays (11 during even years)
- \$25k employer paid life insurance and AD&D
- Ability to participate in 457b deferred compensation plan

To apply:

Click here or visit

<https://www.helenamt.gov/hr/employment/cco.html>

Closes: March 31, 2019

Residency within Helena City limits is required within one (1) year of employment.

For questions, call the City of Helena Human Resources Office at (406) 447-8405

All applicants must submit a complete application that includes an attached resume, cover letter, and copies of any applicable licenses or certifications.